

815 KAR 4:050. Continuing education requirements for elevator contractors and elevator mechanics.

RELATES TO: KRS 198B.030, 198B.4009, 198B.4011, 198B.4013, 198B.4023, 198B.4025

STATUTORY AUTHORITY: KRS 198B.4009(3), 198B.4023(7), (9), 198B.4025

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.4023 and 198B.4025 authorize the Department of Housing, Buildings and Construction to promulgate administrative regulations, after review by the Elevator Advisory Committee, establishing continuing education requirements for elevator contractor and elevator mechanic licensees. This administrative regulation establishes requirements for continuing education for elevator contractor and mechanic licensees.

Section 1. Elevator Contractors. (1) Each elevator contractor shall provide proof of completion of at least eight (8) hours of continuing education prior to annual license renewal. The required continuing education shall be attended and completed within twelve (12) months prior to renewal, except as provided in subsection (3) of this section.

(2) Continuing education courses shall relate to one (1) or more of the following:

- (a) Business;
- (b) Job safety;
- (c) Kentucky codes related to elevators; or
- (d) Items directly related to the elevator trade.

(3) A licensed elevator contractor who accumulates more than the eight (8) hours of continuing education required annually, may carry forward the excess credit hours into the two (2) successive educational years for the purpose of satisfying the minimum requirement for those two (2) years.

(a) Carry forward credits shall be limited to a total of twelve (12) hours.

(b) All excess credits above the total of twelve (12) hours shall remain on the licensed elevator contractor's records but shall not be carried forward.

(4) A licensed elevator contractor teaching or participating as a panel member in an approved continuing education course for elevator licensees shall be granted one (1) credit hour for each fifty (50) minutes of actual instruction time. If the elevator contractor teaches the same class on multiple occasions, credit shall only be granted for one presentation of the class.

(5) Elevator contractor licensees that are a partnership, domestic corporation, or corporation other than a domestic corporation, shall designate an authorized agent to complete the licensee's annual continuing education requirements for purposes of license renewal. Written confirmation and designation of the licensee's authorized agent shall be provided to the department with application renewal.

Section 2. Elevator Mechanics. (1) Each elevator mechanic shall provide proof of completion of at least eight (8) hours of continuing education prior to license renewal. The required continuing education shall be attended and completed within twelve (12) months prior to renewal, except as provided in subsection (3) of this section.

(2) Continuing education courses shall consist of a minimum of two (2) hours on job safety. The other six (6) hours shall consist of:

- (a) Kentucky codes related to elevators;
- (b) Job safety; or
- (c) Items directly related to the elevator trade.

(3) A licensed elevator mechanic who accumulates more than the eight (8) hours of continuing education required annually, may carry forward the excess credit hours into the two (2)

successive educational years for the purpose of satisfying the minimum requirement for those two (2) years.

(a) Carry forward credits shall be limited to a total of twelve (12) hours.

(b) All excess credits above the total of twelve (12) hours shall remain on the licensed elevator mechanic's records but shall not be carried forward.

(4) A licensed elevator mechanic teaching or participating as a panel member in an approved continuing education course for elevator licensees shall be granted one (1) credit hour for each fifty (50) minutes of actual instruction time. If the elevator mechanic teaches the same class on multiple occasions, credit shall only be granted for one (1) presentation of the class.

Section 3. Combined Elevator Contractor and Elevator Mechanic Licenses. An individual who is a holder of both an elevator contractor and elevator mechanic license shall meet the continuing education requirements of Section 1 of this administrative regulation.

Section 4. Inactive Licenses. (1) An inactive elevator contractor or elevator mechanic shall not be required to complete continuing education to maintain inactive status.

(2) If the inactive licensed elevator contractor or elevator mechanic wishes to activate his or her license to the status of an active licensee, he or she shall meet the requirements of Section 1 of this administrative regulation.

(3) Excess continuing education credit hours that an elevator contractor or elevator mechanic licensee may be carrying forward shall not count towards continuing education requirements for re-activation of an inactive license.

Section 5. Terminated Licenses. (1) Except as provided in subsection (2) of this section prior to reinstatement, an individual whose contractor or mechanic license is terminated for three (3) years or less shall complete the total number of continuing education hours per year that the license has been terminated.

(2) The number of continuing education hours necessary for reinstatement shall not exceed twenty-four (24) hours.

Section 6. Continuing Education Courses. (1) All continuing education shall be completed in one (1) or more courses provided by the National Elevator Industry Educational Program, the National Association of Elevator Contractors, or another provider approved by the department and the Elevator Advisory Committee for elevator contractors and elevator mechanics pursuant to 815 KAR 4:060.

(2) Continuing education courses shall be offered only by the National Elevator Industry Educational Program, the National Association of Elevator Contractors, or providers approved by the department and the Elevator Advisory Committee pursuant to 815 KAR 4:060. (38 Ky.R. 441; 918; eff. 11-30-2011.)